



**ACCEPTING APPLICATIONS FOR  
LOCAL STUDENT INTERN PROGRAM**  
U.S. Mission - Riyadh, Saudi Arabia

**UNPAID LOCAL INTERNSHIP OPPORTUNITY  
AS  
INTERN – US COMMERCIAL & COMMERCE SECTION (RIYADH)**

The United States Embassy in Riyadh is seeking applications for an Intern from current university students meeting the following criteria and requirements, to support the US Commercial & Commerce Section. This is an unpaid internship for a minimum duration of 9 weeks.

**Open to:** Current (Saudi Citizen) University Students in Saudi Arabia

**Selection Criteria:** Candidates must be:

- Saudi national (and not a dual nationality U.S. Citizen)
- Applicant must be at least 18 years of age at the time of appointment;
- Enrolled full-time student in a university, trade school, technical or vocational institute, college or comparable recognized educational institute
- Residing in Saudi Arabia

**Additional Requirements:** Candidates must have:

1. An Internship Agreement form from their University
2. Applicant must be able to pass the medical clearance and a U.S. non-sensitive security clearance
3. Applicant must have a medical insurance or should have a local government healthcare eligibility.
4. Must pass the language and computer skills tests

**Application closing date:** Tuesday, September 29, 2015 for an internship starting November 2015

**Duration:** Minimum nine (9) weeks

**Schedule:** Weekly work schedules are flexible, but a minimum of 12 hours a week is required. Schedule of actual working hours will be determined by the supervisor and mutually agreed between the selected intern and the supervisor.

**Basic duties of the position:**

1. Intern will provide support to International Buyer's Program.
2. Provides support to Certified Trade Missions.
3. Provide translation and administrative support to commercial Specialists.
4. Will support Section's events
5. Help maintain client records management utilizing Salesforce <sup>TM</sup> database.
6. Other duties as needed according to Supervisor.

**Qualifications Required:**

- ✚ Education: College student in Business Management, Marketing, Accounting, International relations, International Business Law, Economics or similar field.



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- ✚ Experience: Applicants must demonstrate potential to accomplish the type of work to be performed through concrete examples from academic and professional experiences.
- ✚ Language: English Level III (Good working knowledge- Read/Write/Speak) and Arabic level III (Good working Knowledge - Read/Write/Speak) required.
- ✚ Knowledge: Demonstrate interest in business development and marketing of a variety of products, services, and industries. Well versed and read on current business trends, understanding of competition, and business trends relating to a diversifying Saudi economy. Previous intern experience in a company or a university activity is a plus.
- ✚ Skills/Abilities: Ability to meet and serve representatives of U.S. and host country business firms, key government contacts, and industry / trade associations/ Chamber of Commerce personnel with efficiency; skill in word processing and data manipulation (e.g. promotional campaigns, mailing list, key contacts lists); Basic research and analytical skills and basic writing skills (e.g., responses to business inquiries, market insights).

### To Apply:

Interested applicants for this position must submit the following prior to the closing date of the Vacancy Announcement and incomplete applications will not be considered:

1. Completed \*Application Form
2. \*Statement of Interest outlining objectives/motivations seeking an internship.
3. An Internship Agreement form from your University
4. One letter of recommendation from the educational institute supporting participation in the internship program;
5. A copy of the official transcript of academic standing from your Institution
6. Duly signed \*Gratuitous Service Agreement Form
7. Copy of Saudi ID
8. Recent medical certification issued by a reputable healthcare institution stating that the student is healthy and free of any communicable disease, and has vaccination record
9. Copy of insurance card or Hospital medical file card for those availing healthcare services in government owned healthcare facilities

**SUBMIT ALL DOCUMENTS AS A SINGLE DOCUMENT (ONE PACKAGE) IN PDF FORMAT**  
**BY EMAIL TO: [Riyadhlocalintern@state.gov](mailto:Riyadhlocalintern@state.gov)**

\*Application documents can be found online at  
<http://riyadh.usembassy.gov/about-us/local-student-intern-program.html>